

**\*\*Thanks to Greg Mercer of JungleScout for providing the original version of this template!**

Hello,

My name is Trent Dyrsmid from XYZ Company. Our owner asked me to contact your company about working together in a potential lucrative business venture. We're a [describe your company] that does around 11+million in sales each year. We'd like to introduce ourselves and express an interest in creating a profitable partnership between our two companies.

We are planning to purchase [product name] to add to our product line.

- Feature #1
- Feature #2
- Feature #3

After a lot of research, we feel that your company could be a great supplier of this product. We would like to get some more information, and we have a few questions.

1. May we get a sample of the product, and how much will you charge, including DHL Express shipping to the United States zip code 94101? We would be happy to cover shipping costs with PayPal.
2. How long will it take to receive the samples?
3. What types of packaging do you normally use for this product?
4. What is the cost of this product per unit including shipping via Air Express to the United States zip code 20861?
5. Do you accept PayPal for the full order?
6. How long does it take to manufacture once an order has been placed?

I would be grateful if you would contact us with the answers to the above questions as well as your shipping and other policies we may need to know. Can we discuss a sample order of the product?

We hope that we will be able to start a mutually beneficial relationship.

Please email me back at: [your email address]

Thank you,

Trent Dyrsmid  
Purchasing Agent  
Company Name

**Send this next template to the suppliers that reply to your first email**

Thanks for your response!

My boss requires me to follow a few company procedures that I wanted to make sure we're OK with you.

First, he likes to build strong relationships with new suppliers slowly. We normally start with a sample order of 3 units. The samples are used to inspect quality, and, if approved to take pictures for our catalog and website. At that point we usually start with a test order of around 300-500 units to gauge feedback from our customers. If our customers approve the product and quality then we usually move production to around 1000-4000/month.

Until we build a relationship, I am only allowed to pay with Paypal and Escrow.

Unfortunately this rule was written after my company experienced problems with theft overseas and is non-negotiable. After we establish a good relationship then payment methods are more flexible.

Thank you,  
[First Name Last Name]  
Purchasing Agent  
[Company Name]